



## **Checklist for a Complete Application Form (ACDR) Submittal**

To qualify for a Construction Design Release (CDR), an applicant must provide a complete and fully executed Application for Construction Design Release form (ACDR). Only the current edition of the form is acceptable. For a PDF copy of the current edition, visit <http://www.in.gov/dhs/3552.htm> and click on “Construction Design Release – Application” from the alphabetized list of applications, forms and permits.

If you file online, please be aware that **completing the online filing process does not relieve you of the requirement to fill out this PDF form and submit it to us.** Similarly, a printout of the online application questions and answers is **not** an acceptable substitute for this PDF form. **YOU MUST COMPLETE THIS FORM AND SUBMIT IT TO US OR YOUR FILING WILL BE DEEMED INCOMPLETE, RESULTING IN DELAYS.** If you have any questions about any part of the form, or the information requested, please feel free to contact our office for answers. You may reach us M-F, 8:00 AM - 4:30 PM Eastern time, at 317-232-6422.

- Type of application: Select “Standard,” “Partial” or “Foundation Request” at the top of the form.
- Project Location – provide all of the following:
  - The name, street address, city and county of the project;
  - The closest intersecting street or road and the direction from that intersecting road to the project site;
  - Indicate whether the project is within the local city or town limits;
  - Indicate whether the project is state-owned.
- Owner’s Certificate: Provide all of the information requested:
  - Authorized signature: the signature of the actual project owner, or of his/her authorized agent (if signed by agent, application **must** be accompanied by a signed letter from the project owner authorizing the agent to sign on his/her behalf). Note that electronic signatures produced and authenticated with digital signature software are accepted, but **signatures entered by keyboard in a script or other style typeface are never allowed;**
  - Date of the application;
  - The name and title of the signer;

- The telephone number, fax number and email address of the project owner (do not enter the contact information of the agent here, if one has signed on behalf of the owner – this must be the owner’s contact information);
  - The name and address of the owner’s business;
  - The use of the facility;
  - The full address of the project owner or his/her company.
  - If this is a Foundation Release, please read the “Foundation Requested” note to understand the responsibilities incumbent upon you in requesting and receiving an early foundation release.
- Design Professional Certificate (DPC): If a design professional is involved in the project, this certificate must be completed in its entirety. If a design professional is *not* involved in the project, the owner must select which scopes of work are requested for review and release. **No scope will be reviewed or released on any project unless it has been checked on the DPC.**

PLEASE NOTE: On projects with multiple design professionals, additional copies of the DPC are required – the lead design professional must submit one complete two-page ACDR with only his/her scope(s) checked on the DPC, and each additional design professional must submit an additional copy of Page 1 of the ACDR with only his/her respective scope(s) of work checked on the DPC. These additional copies shall include the project location/identification section as well as the completed DPC.

- Select the systems (scopes) for which review and release are requested;
  - Provide the signature of the design professional (see Owner’s Certificate section above for note regarding electronic signatures);
  - Date on which the design professional signed the certificate;
  - The name of the design professional;
  - The Indiana registration (license) number of the design professional, and indicate whether he/she is an architect or engineer;
  - The design professional’s contact information: name of the firm, complete address, telephone and fax numbers and email address;
  - The name, Indiana registration (license) number and telephone number of the designated inspecting design professional for the selected scope(s).
- Documents Required for Filing: Provide the documents requested, as applicable to the project.
  - Project Description: Provide all information requested, including:

- Scope of work: new building, addition or remodeling, or any combination, as appropriate;
- Indicate if the work is the result of a fire or natural disaster;
- Indicate the type of sewer system, and if it is new or existing;
- Indicate if the project is sprinklered or not, and if so, if it is fully or only partially sprinklered;
- If new sprinkler system(s) are to be included on the project, indicate if they are part of this submittal, or if they'll be submitted at a later date;
- If the project will be partially sprinklered, indicate what portion of the project it will cover;
- Indicate whether the project is located within a flood plain;
- Provide the construction type(s) and the occupancy classification(s);
- Provide the building height, in stories above grade;
- Indicate if the project as filed is a Chapter 34 evaluation for change of occupancy in an existing building, and whether supporting documentation has been provided;
- Provide floor areas, as applicable: existing, addition, remodeled, total building;
- Provide number of separate buildings included in the submittal;
- Provide estimated project construction costs;
- Indicate whether the conversion rule for existing buildings (Rule 13) is being used;
- Indicate whether the project contains or includes any of the following:
  - High pile storage
  - Boiler or pressure vessel
  - Hazardous or flammable materials storage
  - Elevator or lift
  - Combustible fibers storage
  - Fireworks storage
  - Explosives storage
- Provide a detailed description of the proposed use of the facility, including storage or handling of any combustible or flammable materials;

- If the project is a remodeling or addition, provide a brief description of the current use of the facility. If it is currently vacant, state that and provide the most recent use of the facility;
- Provide any additional comments you feel may be pertinent to the application and review, including any variances obtained or currently being pursued;
- Indicate the number of individuals to be employed in the facility, per shift;
- Indicate the number of public occupants anticipated;
- General Information. Provide all information requested, including:
  - Indicate whether work at this site or facility has been filed in the past, including year and month of previous submittal and its assigned project number;
  - Indicate whether the submittal includes an approved master plan design release or modular or mobile structure release, and if so, the manufacturer's name and release number;
  - Indicate whether construction on this project has already started, and if so, whether a notice of violation or an inspection report has been issued;
  - If construction has not started, indicate probable starting date.